

From: [Campbell, Joy](#)
To: [Coats, Janetta](#); [Halliday, Zana](#); [Harper, Stephen](#); [Little, Bill](#); [McKinney, Jason](#); [Walters, Donn](#); [Ware, Rita](#); [Williams, Denise](#)
Subject: Reminder to CIC Team: Please do your weeklies and SCOUT
Date: Friday, March 07, 2014 6:15:26 PM
Attachments: [SOP--Weekly and SCOUT.docx](#)
[14-0303 CIC weekly & scout.docx](#)

Please see last week's weekly and upcoming meetings (SCOUT). Note: I cleaned the weekly & SCOUT up. I only put the meetings/travel that were a little more of a sure thing.

Also, please see the SOP Denise did for the weekly SCOUT process.

From: Williams, Denise
Sent: Thursday, March 06, 2014 7:46 AM
To: Campbell, Joy
Subject: SOP for Weekly and SCOUT

Draft SOP for our reports and where they can be found. I would prefer to keep them where they have been residing the last (almost two years), as our team knows where they are and how to access them.

Please comment and I will finalize.

Thanks.

Denise Williams

EPA Region 6/NOWCC SEE
Community Involvement Coordinator
214.665.9749
williams.denise@epa.gov



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